

GOVERNMENT OF ANDHRA PRADESH

From:
Sri A.Subba Reddy,
M.Sc., B.Ed.,
Director of Government Examinations,
Andhra Pradesh::Vijayawada.

To
All the Heads of High Schools
presenting the pupils for
S.S.C Public Examinations,
March, 2020 in the State.

Rc.No. 150/B-2/2019, Dated: 04 -12-2019.

Sir/Madam,

Sub:- S.S.C., O.S.S.C., and S.S.C (Vocational Course) Public Examinations, March- 2020 – Important instructions for the preparation of Nominal Rolls and feeding the data through Online and submission of the same to the Dy.Eo through online for onward submission to DEO through online for onward submission to the Office of the Director of Government Examinations, A.P., Vijayawada – Issued – Reg.

Ref:-1. This office Due dates notification on Rc No.149/B-2/2019, Dt:20-11-2019.

2. This office revised Due dates notification on Rc No.149/B-2/2019, Dt:03-12-2019.

It is hereby informed to all the Heads / Headmasters of High Schools in the State presenting Regular / Private / OSSC Candidates for SSC Public Examinations, March- 2020. The NR data has to be fed through online by User Id and Password as per child info provided to the Head masters concerned for NR generation hosted in the website www.bseap.org.

As per the order contained in the G.O.Ms.No.41, SE (Prog.II) Dept., dt.28-06-2019.,the following are the changes in the existing pattern.

1. There will be no weightage for internal marks for class X.
2. SSC board examinations will be conducted for 100 marks duly following the existing the 11 paper system.
3. Part-B (Bit paper) is dispensed.
4. 1st language, Third language and non languages subjects contain two paper and each paper will be conducted for 50marks.
5. 2nd language paper will be conducted for 100 marks.
6. Composite paper 1 is for 70 marks and paper 2 is for 30marks.

The candidates who appeared for the first time in March 2017 and after wards till June 2019 and could not cleared till june2019 are allowed to take examination in the same pattern for which they have registered for the examination.

The failed candidates prior to SSC public examinations March 2017 are directed to appear for Open school examinations as per G.O.Ms.No.41, SE (Prog.II) Dept., dt.07-06-2016.

The following are the instructions for the update of Nominal Roll data through online in the website www.bseap.org in respect of Regular / Private Candidates appearing for the S.SC. / O.S.S.C and S.S.C. Vocational Course Public Examinations, March- 2020.

I. CATEGORIES OF CANDIDATES

a) GENERAL STREAM OF SSC:

There are two categories of candidates appearing for SSC Public Examinations, March- 2020.

1. Regular candidates: Students presently studying X class in Government, Zill Parishad, Municipal, Recognised Private Aided, Recognized Private Unaided, A.P. Residential, APSW Residential, APTW Residential Schools, KGBVS High Schools, A.P.Model Schools and AP ASHRAM Schools.

b) SPECIAL STREAMS OSSC:

1. Regular candidates studying X class (OSSC) in OSSC Schools.
2. Private candidates (Once failed candidates in NEW PATTERN in June-2019 onwards).

c) SSC VOCATIONAL COURSE:

1. Students who opted SSC of general stream and vocational course appearing for vocational subjects for March-2020.
2. Private candidates once failed in vocational subjects.

II. INSTRUCTIONS FOR ONLINE REGISTRATION OF STUDENTS AND GENERATION OF NOMINAL ROLLS:

1. Before entering the students information in the web site, keep the following documents ready.
 - a. Original Admission Register.
 - b. Opening permission/ ETRs in respect of Private Aided Schools and additional sections sanction order copies if any.
 - c. Age condonation orders if any .
 - d. PH certificates if any.
 - e. Special English permission copy.
 - f. Fee exempted students list.
 - g. Scanned images of the pass port size photo of the students in "jpg." format of 40-50 KB size.
 - h. Scanned images of the signatures of the students in "jpg." of 15 – 20 KB size.
2. The childinfo students data is on the website of Director of Government Examinations, Andhra Pradesh: www.bseap.org. Edit option is available for all the fields except AADHAR Number and child ID of the candidate.
3. **A space of 42 characters is provided for columns to furnish the Name of Candidate, Father's name, Mother's name and Guardian's name including Surname.**

The Headmaster has to follow the guidelines given below in filling the candidate's name, father's name, Mother's name and *Guardian's name*:

- i) Candidate's Name : 42 characters (including Surname)
- ii) Father's Name : 42 characters(including Surname)
- iii) Mother's Name : 42 characters(including Surname)
- iv) Guardian's name: 42 characters in respect of orphan candidates only(including Surname).

Note: Special care shall be taken while entering the Particulars of the following:

1. Enter Surname of the Candidate and the Candidate Name separately. If needed it should be abbreviated to fit within 42 characters only.
2. Father's Surname & Father's Name, Mother's Surname & Mother's Name and Guardian's Surname and Guardian's Name should enter separately by Abbreviating to fit in 42 characters. Guardian's Name should enter in respect of orphan candidates only.
3. Before update the Mother's name in the online application, the H.M has to take a declaration from the parent concerned, duly entering the same in the school Admission register as per the orders issued by the Government vide Memo No. 7679/PE-Ser-II/A2/2010., dt: 14-09-2010 to incorporate Mother's name in the SSC Pass certificates in addition to the father's name from March 2011 exams onwards.
4. **The Provision for Guardian's Name is given in the online application form and this option has to be exercised in respect of orphans only.**

4. The entering of 11 digit U-DISE code of school and 12 digit AADHAR Number of candidate have been made mandatory to conform to the instructions issued by the Government.
5. For uploading candidate photo, use black and white pass port size (i.e) 35 x 35 mm photos with white background or light colour for more clarity. The photo should be scanned in "jpg." Format of 40-50 KB size. The candidate signature is also scanned in "jpg." Format of 15-20 KB size and upload the photo and signature of the candidate in the fields provided in the online application.
6. After filling all the particulars given in the online application form, take the print out and check all the details before confirm the NR data and take printout copies of the online application, and other relevant documents like School Recognition orders/Opening permission/ETRs in respect of Private/Aided schools, medical certificates issued in respect of PH candidates and age condonation orders, special English permission order etc., and kept in the school as office copy for record purpose and one set of below documents shall be submitted to the DGE,AP for Verification Purpose.
 1. Original PH Medical Certificate.
 2. Age Condonation orders.
 3. Special English permission order.
7. Similar instructions shall be followed for the OSSC and Vocational candidates also.

III. PREPARATION OF NOMINAL ROLLS:

1. Read the instructions that are issued in this regard and supplied to you carefully before filling the application and confirming the data.
2. Preparation of Nominal Rolls should be entrusted to Junior Assistant or a Teacher who is familiar with the preparation of Nominal Rolls and dealing with examination work to avoid mistakes. Utmost care should be exercised while writing the candidates Name, Father's name, Mother's name, Date of Birth and Community Code of the candidates etc.
3. Extracted nominal rolls in respect of candidates failed in SSC June-2019 examinations are supplied in Duplicate for use in respect of the candidates who failed in NEW PATTERN (CCE Pattern) in SSC Public Examinations, June- 2019 and wish to appear for SSC Public Examinations March-2020. The data of these candidates must feed through online and take a print out of the hard copy and submit it in the DEOs office along with one copy of Extracted Nominal Rolls copy. The Second and third copy of extracted Nominal Rolls may be used if some more related candidates approach after 1st and 2nd batch sent to the DEO. However the concerned schools shall take Photostat copies of such extracted N.R and keep with them as office copy for future references.
4. **Guardian's name, or Husband's name in case of a married women candidate shall not be entered in the Father's name column, since no such provision is made in the S.S.C Scheme.**
5.
 - i) **After the print out of NR data is taken it should be verified personally by the Headmaster with reference to the Admission register, particularly the entries relating to the Candidate's name, Father's name & Mother's name, Date of birth, Community Code of the Candidate. Medium of instruction and subject codes.**
 - ii) The names which are on rolls of the School alone should be considered and forwarded as Regular candidates.

- iii) Special care shall be taken while entering the similar names of the candidates to avoid any kind of confusion.
- iv) **The no. of Regular candidates forwarded shall be as per the sections permitted by competent Authority only and no excess candidates shall be forwarded.**

IV. REGULAR CANDIDATES: SPECIFIC INSTRUCTIONS:

1. Care should be taken to see that the particulars pertaining to the Name of the candidate/ Father's name, Mother's name, Date of birth, subjects offered for, Community code, Medium of instruction, P.H. code etc. **particulars in the online application filled-in and the corresponding entries in the School Admission Register must be one and the same.** There should not be any difference particulars given in NR with that of online application and School Admission Register as this will lead to complications for corrections of any mistakes in future.
2. **A declaration from the parents shall also be taken for the confirmation of above particulars.**
3. Identification marks mentioned in the admission register shall be verified physically before they are entered in the online application in the case of regular candidates.

V. PRIVATE CANDIDATES (ONCE FAILED): SPECIFIC INSTRUCTIONS:

1. (a) All once failed private candidates (CCE PATTERN) shall be insisted to mention the Roll number of the previous appearance i.e., SSC & ASE June 2019 in their online application.

VI. VOCATIONAL CANDIDATES:

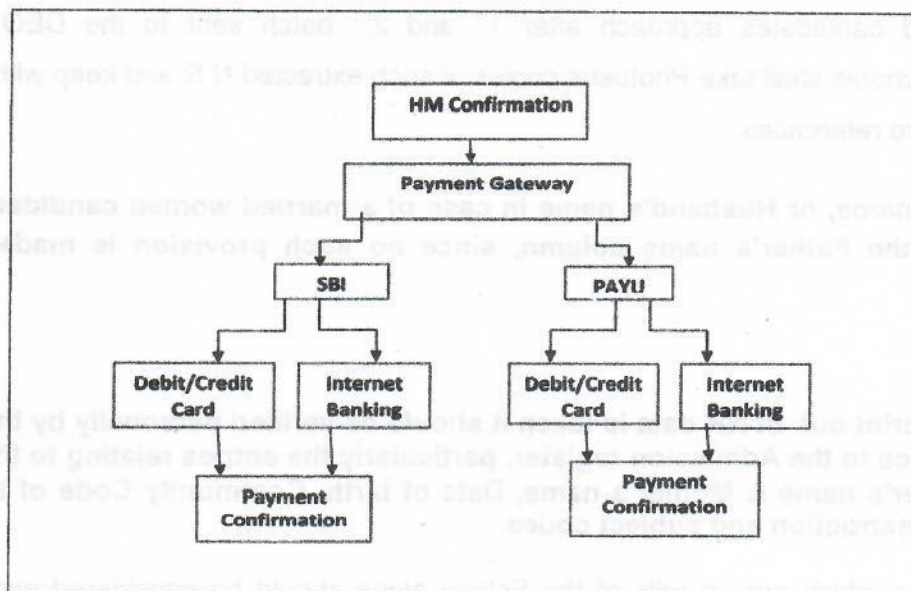
01. For SSC vocational candidates the Head Master shall select the respective vocational Trade Code.

VII. O.S.S.C CANDIDATES:-

01. For filling the OSSC candidates both regular and private (Candidates failed in CCE pattern only), the Head Master has to select OSSC Regular or OSSC Private in the online application and fill the particulars and select the OSSC subjects.
02. In respect of once failed candidates, **correct previous Roll Number with Month & year** has to be entered Online application form.

VIII. REMITTANCE OF FEES:

- IX. The fee has to be remitted online duly following the user manual after generating the NR and confirming the data.



Note:

1. No charges for all Bank Debit Cards through SBI gateway.
2. For Credit Cards /Net Banking Charges are applicable when paid through SBI Gateway.
3. Through "PAYU" gateway charges are applicable for all kinds of transactions.

- X. (a) The candidates belonging to Scheduled Castes / Scheduled Tribes and Backward Classes who are appearing for SSC March- 2020 for the first time as Regular candidates and whose parental income does not exceed **Rs.24,000/- per annual in urban areas and Rs.20,000/- or land holding not exceeding 2.5 Acres wet land / 5 acres dry land in Rural areas** are exempted from the payment of examination fee. As such, the Headmasters are requested to satisfy themselves about the Parental income by insisting upon a certificate issued by the Mandal Revenue Officer as per rules, and retain the same in the school to produce before the officers and audit if sought for, and also to submit to this office on demand.

XI. OTHER INSTRUCTIONS:

01. The Candidate should be advised to appear for correct combination of subjects and for this purpose the school should furnish correct group codes and paper codes under ^{1st} Language and ^{2nd} Language.
02. The Regular candidates appearing for the SSC Public Examinations March-2020 shall opt Group-A and Group-B only under First language, as per the Annexure.
03. The existing group A combinations available for 1st language

<u>Description of Paper</u>	<u>Subject</u>	
	01T- 50 Marks	02T - 50 Marks
	01H, 01U, 01K, 01A, 01'O'- 50 Marks	02H,02U ,02K, 02A 02' O'- 50 Marks

04. The existing group B combinations available for 1st language

<u>Description of Paper</u>	<u>Subject</u>	
Composite course	03T-70Marks	04S-30Marks
	03U-70Marks	05/06/08H-30Marks

05. All Regular candidates those who appear for SSC Public Examinations, March 2020 have to follow first language TELUGU, HINDI, URDU, TAMIL, KANNADA, ODIYA, in NEW PATTERN of Question Paper i.e. without part B (Bit Paper).
06. (i) The Continuous and Comprehensive Evaluation (CCE) pattern is being followed from the academic year 2019-20 with 11 papers.

Papers and Marks:

Subject	Total Marks	Marks for final Public Exam
First Language Paper-I (Telugu/Hindi/ Kannada/ Odiya/ Tamil/ Urdu)	50 Marks	50 Marks
First Language Paper-II (Telugu/ Hindi/Kannada/ Odiya/ Tamil/ Urdu)	50 Marks	50 Marks
Second Language (Telugu/ Hindi/ English)	100 Marks	100 Marks
Third Language Paper-I (English)	50 Marks	50 Marks

Third Language paper-II (English)	50 Marks	50 Marks
Mathematics-Paper-I	50 Marks	50 Marks
Mathematics-Paper-II	50 Marks	50 Marks
Science-Paper-I (Physical Science)	50 Marks	50 Marks
Science-Paper-II(Bio Science)	50 Marks	50 Marks
Social Studies-Paper-I (Geography & Economics)	50 Marks	50 Marks
Social Studies-Paper-II (History & Civics)	50 Marks	50 Marks
Total	600 Marks	600 Marks
Composite Course First Language Paper-I {Telugu (03T)/ Urdu(03U)}	70 Marks	30 Marks
Composite Course First Language Paper-II { Sanskrit (04S)/ Hindi(08H)/ Arabic (5A)/ Persian (6P)}	30 Marks	30 Marks

Subject	Total Marks	Marks for final Public Exam
OSSC Main Language Paper-I (Sanskrit/ Arabic/Persian)	100 Marks	100 Marks
OSSC Main Language Paper-II (Sanskrit/ Arabic/ Persian)	100 Marks	100 Marks

(ii) Marks weightage and duration of examination:

Language Subjects- 50 marks per paper and the examination duration will be 2 hours and 30 Minutes in addition to 15 minutes for reading the question paper (2 hours 45 minutes) for Telugu/ Hindi/ Kannada/ Odiya/ Tamil/ Urdu.

The duration is 3 hours for 100 marks second language subjects Hindi/Telugu/English.

The duration is 3 hours 15 min for 100 marks OSSC main language/First language composite course

Non Language Subjects- Mathematics, General Science and Social Studies- Every subject will have two papers and each paper is for 50 marks and the examination duration is 2 hours and 30 minutes in addition to 15 minutes for reading the question paper.

07. Candidates shall complete 14 years of age as on 31-08-2019; in other words, they must have been born on or before 01-09-2005.

08. The fee for obtaining orders of condonation of age is Rs.300/-.The competent authorities for issuing age condonation orders are as follows:

(i) **The DEO of the district concerned is the competent authority to condone the shortage of age up to 1 ½ years as per rules in vogue i.e for students of Private & Municipal Schools.**

(ii) **Above 1 ½ year and up to 2 years, the Director of Government Examinations, A.P., Vijayawada is the competent authority to condone the shortage of age.**

09. Regarding students of Government & Z P High Schools the procedure prescribed in the G.O. Ms, No.40 Edn (Ser V) Dept: dt:07-05-2002 and Govt. Memo No.17120/Exams/2004. Edn (SE Exams) Dated:08-06-2006 shall be followed. *Memo is available in website.*

10. No age relaxation shall be given above 2 years and as such no such applications should be accepted and forwarded to the office of the Director of Government Examinations, A.P., Vijayawada as per Govt.Memo.No.17120/Exams/2004, dt:08-06-2006. *Memo is available in website*

11. Only the candidates whose disability is more than 40% as per medical certificate alone are considered as P.H. Candidates under respective categories and the benefit/concessions will be given as per G.O.Ms.No.14, dt:31-01-2019 of Women Development, Child Welfare & Disable Welfare (DW) Department). GO is available in the website.

Sl.No	Name of the Disability	PH code
1	Deaf & Dumb students/Multiple Disability including Deaf blindness	PH- 1
2	Visually Handicapped students	PH- 2
3	Orthopedically challenged students/ Parkinsons Disease /Muscular Dystrophy/ Locomotor	PH- 3
4	Dyslexia students / Specific Learning Disabilities	PH- 4
5	Intellectual Disability /Mental Retardation/ /Multiple Sclerosis	PH- 5
6	Autism Spectrum Disorder (ASD)	PH- 6
7	Cerebral Palsy (CP)	PH- 7
8	Low Vision (LV)	PH- 8

12. Forwarding schools have to maintain a Record /Register containing the particulars of the candidates presented for the S.S.C Examinations till he / she passes the Examinations, duly noting the marks secured by them at every sitting along with the Roll number, Month and Year of Examination, Serial number of the certificate / failed memorandum etc., and should be able to produce before the Director of Government Examinations as and when asked for. The Head of the institution will be solely made responsible for not-maintaining such Register/Record. Photo of the candidate should also be affixed in concerned page of the Register.

13. The online applications of the candidates who were involved in malpractice earlier should not be forwarded without permission letter from this office. **As such, the Heads of Schools are strictly informed to exercise more care and vigil over such occurrences and not to give scope for any such lapses, since it attracts punishment as per "THE PREVENTION OF MALPRACTICES ACT 25 OF 1997.**

14. The English medium students, in case they opt for Telugu as 1st Language should opt only Hindi as a second Language and they shall not opt or choose Special English as 2nd Language under any circumstances as Special English under Second Language is dispensed already. Only 09H and 09T are available under Second Language and no other Language is admissible under Second Language. However 11E is allowed to be taken only for those out state and out side country candidates with the prior permission of the DGE.

15. IMPLEMENTATION OF THREE LANGUAGE FORMULA:

i) All the Regular candidates appearing for the first time for the ensuing SSC Public Examinations to be held in March-2020 shall appear compulsorily with Telugu as either 1st language or 2nd language duly following the Three Language formula as the Government have decided to implement Three Language formula very strictly vide G.O.Ms.No.86, dated: 02-07-2003 of Education (SE-C & TBP) Department "Other w:ise the candidates will not be admitted for the ensuing SSC Public Examinations, March-2020.GO is available in the website.

ii) As per the Proceeding of the Director of School Education, A.P., Hyderabad, on Rc.No.196/E1-1/2008.,dt:09-06-2009, all the District Educational Officers in the State are instructed to take effective steps to implement G.O.Ms.,No. 86 Edn (SE-C&TBP) Dept., dated:02-07-2003 and all

students studying in State Syllabus in the State of Andhra Pradesh in Secondary level shall compulsorily study Telugu and appear in SSC Public Examinations, March-2011 and onwards with Telugu as a subject / paper compulsorily. GO is available in the website.

iii) All the Headmasters of the Secondary Schools presenting the pupils for SSC Public Examinations March- 2020 in the State are instructed to follow the above orders scrupulously and implement Three Language Formula without any deviation from the Government orders. If any Headmaster deviates the rules severe disciplinary action will be initiated against the Headmaster concerned. GO is available in the website.

iv) **Second Language 11E:**

The following is the syllabus for the candidates who will take SSC Public Examinations to be held in March 2020.

Lessons to be followed by the candidates who are going to appear for SSC Public Examinations, March-2020. (Regular & Private once failed)		
Title of the lesson		Author
1	The Engine Trouble	R.K.Narayan
2	The Last Leaf	O.Henry
3	The Immaculate Child	Munshi Premchand translated by PC Ghai
4	Will He Come Home?	P.Sathyawathi translated by Y.Padmavathi
5	The Informer One Act Play	Bertolt Brecht

16. All the Heads / Headmasters of the institution are requested to follow the above instructions scrupulously and enter the data online as per the schedule notified for the purpose.

Sd/-A.Subba Reddy
DIRECTOR

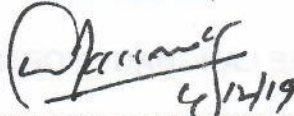
Encl.:

Copy to all Section Heads/ Officers of this Office for information and necessary action.

Copy to all the Asst. Commissioner for Government Examinations/ District Educational Officers in the State for information and necessary action.

Copy to CSE, RJDSEs, SCERT for information and necessary action.

//ATTESTED//



DEPUTY COMMISSIONER



ANNEXURE
S.S.C. & O.S.S.C. PUBLIC EXAMINATIONS
GROUP COMBINATIONS

1. S.S.C.:-

First Language Subject codeds:

GROUP – A.

One of the following Language which is the Mother Tongue / or the Regional Language of the students:

1.Telugu (01T/02T), 2.Hindi (01H/02H), 3.Urdu (01U/02U), 4.Kannada (01K/02K), 5.Tamil (01A/02A), 6.Odiya (01'O'/02 'O').

50 Marks in both paper I&II.

GROUP – B:

A Composite Course of any of the Languages mentioned in Group-A, under Paper-I with the allied classical Language. (Sanskrit, Arabic, Persian) under Paper – II

Paper-I : 70 Marks – Mother Tongue (03T/03U) in final exam.

Paper-II: 30 Marks – Any of the three allied classical Languages.

(Sanskrit (04S) / Arabic (05) / Persian (06) / Hindi (08H)).

Second Language Subject codes:

Telugu-09T, Hindi-09H and Special English-11E.

Third Language subject codes:

13E/14E is the code for third language English for all medium candidates including English Medium (both regular and once failed candidates(CCE pattern only)) who are going to appear for SSC public exams March-2020.

Non Language Subject Codes:

Mathematics-15/16

General Science- 19/20

Social Studies- 21/22

SSC PATTERN

As per Three Language Formula

Groups	1 st Language	2 nd Language	3 rd Language
Group A	01T/02T	09H	English
	01H/02H, 01U/02U, 01K/02K, 01A/02A, 01'O'/02'O'	09T	English
Group B	03T/04S	09H	English
	03U/08H, 03U/05A, 03U/06P	09T	English

II. O.S.S.C. PATTERN:

As per three language formula

Oriental Classical Language	I Language (to be raised to 100 Marks)	II Language	III Language
(23/ 24) Sanskrit-200 23 paper 1 -100 24 paper 2-100	(03T) Telugu (for 70 marks)	Hindi (09H)	English
(25/ 26) Arabic-200 25 paper 1 -100 26 paper 2-100	(03U) Urdu (for 70 marks)	Telugu (09T)	English
(27/ 28) Persian-200 27 paper 1 -100 28 paper 2-100	(03U) Urdu (for 70 marks)	Telugu (09T)	English

Note:- Non-Language subjects: The student under O.S.S.C can opt for any two of the three non-language subjects. But, it is enough if the candidate gets pass marks in one subject.

III. TRADE CODES OF VOCATIONAL COURSE:

Sl. No.	Trade Codes		Description of the Vocational Courses
	Theory	Practical	
1.	31	32	Garment Making, Embroidery, Knitting & Laundry,
2.	33	34	Poultry
3.	35	36	Pisci Culture
4.	37	38	Horticulture
5.	39	40	First-Aid, General Medicine, Nutrition and Health & Hygiene.
6.	41	42	Electrical wiring and Domestic Appliances.
7.	43	44	Radio, Transistor and TV maintenance and Repairs.
8.	45	46	Farm Machinery- maintenance Repairs and General Mechanism.
9.	47	48	Composing, Printing and Book-Binding.
10.	49	50	Wood-work and Cabinet making.
11.	51	52	Sericulture.
12.	53	54	Refrigeration & Air-Conditioning.
13.	55	56	Secretarial Practice.
14.	57	58	Computer Techniques.

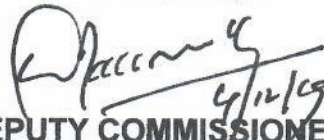
Available Media with Code Number: 1.31E/T/U/O., 2.33E/T/U., 3.35E/T/U., 4.37E/T/U., 5.39E/T/U/O., 6.41E/T/U/A., 7.43E/T/U/A., 8.45E/T/U., 9.47E/T/U., 10.49E/T/U., 11.51E/T/U., 12.53E/T/U., 13.55E/T/U., 14. 57E, (E-English., T-Telugu., U-Urdu., A-Tamil., O-Odiya.,)

IV. TRADE CODES OF VOCATIONAL COURSE FOR AP MODEL SCHOOLS:

Sl. No.	Trade Codes		Description of the Vocational Courses (only English Medium is available for this courses)
	Theory	Practical	
1.	61	62	IT & ITeS
2.	63	64	Beauty & Wellness
3.	65	66	Retail
4.	67	68	Hospitality
5.	69	70	Health Care
6.	71	72	BFSI
7.	73	74	Media & Entertainment
8.	75	76	Agriculture
9.	77	78	Apparel & Made-Ups
10.	79	80	Physical Education
11.	81	82	Telecom
12.	83	84	Electronics & Hardware
13.	85	86	MSFC
14.	87	88	Construction
15.	89	90	Tourism & Hospitality

Sd/-A.Subba Reddy
DIRECTOR

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4/12/19

DEPUTY COMMISSIONER

4/12/19

GOVERNMENT OF ANDHRA PRADESH

Guidelines for online application for SSC Public Examinations March-2020

HM Activity:-

NR Fields to be verified by uploading Authority (HMs) of Concerned Schools for SSC Public Examinations March 2020 :

All the Head Masters are requested to furnish the students' data through online compulsorily. If any school fails to furnish the school data cannot be included in the Nominal Rolls for the SSC Public Examinations March 2020 before entering the student information in the website. The following documents shall be kept for ready reference.

- a) Original Admission Register.
- b) Opening Permission / ETRs in respect of Private schools and Aided Schools and Additional Sections Sanction order copies if any
- c) Fee particulars i.e.Challan Details
- d) Age Condonation orders
- e) Underage Fee particulars i.e.Challan Details
- f) All category Original PH Certificates
- g) Vocational Fee particulars i.e.Challan Details
- h) Scanned image of the black and white passport size photo of the students in the prescribed 'JPG' format.
- i) Scanned image of the Signature of the students in the prescribed 'JPG' format.

Recognition orders need to be uploaded:

- a. Permission order for the **new private schools** that are recognized for the current year 2019-20.
 - b. Schools which are taken **Renewal Recognition** orders in 2019 -20
 - c. **Any new additional Sections** for SSC Public Examinations, March 2020.
- 1) **The Schools which are already having copies of Renewal Recognition orders / Additional Section Sanction orders for the year 2019 -20 and afterwards are need not to be uploaded in the website as they are already available in the website.**
 - 2) Candidate's Name, Father's Name and Mother's Name with Surname is Mandatory (**If Surname is not necessary it may be ignored**) with capital letters abridged to 42 Characters only and No Special characters be used (Except Space).
 - 3) **Date of Birth should be carefully checked with reference to the Admission Register/ Admission application.**
 - 4) The Head master need to check thoroughly whether the student comes under underage or not. If the student belongs to underage the HM need to upload the underage certificate obtained from the authority concerned.

- 5) The private school managements have to upload the underage certificate proceeding orders which is obtain from the D.E.O upto 1½ years and upto 2 years from the DGE.
- 6) In **case caste** (i.e: OC, BC, SC, ST) the Head Master has to be carefully verified with reference to the Admission Register/ Admission application. Sub Caste is mandatory for BC Candidates (i.e. BC –A, BC –B, BC –C, BC–D and BC – E).
- 7) All **media** shall be displayed in the dropdown box for easy identification but the HM need to verify medium of the Students.
- 8) The Head Masters have to carefully verify the Student’s Photo and student signature while uploading.
- 9) The **Image and Signature** should be in the prescribed ‘JPG’ format otherwise the software may not be allowed to upload.
- 10) The each **mole of Identification** shall be written in one line. Each line consisting of 45 Characters including space.

A. Challans to upload for SSC Public Examinations:

- 1) Regular **SSC Fee particulars and Challan details** need to be uploaded in the Website.
- 2) **Age Condonation orders and Underage Fee i.e Challan details** particulars need to be uploaded in the Website, if any
- 3) **Vocational Fee particulars and Challan details** need to be uploaded in the Website, if any

B. For Fee Exemption for SSC Public Examinations:

- 1) **Exemption from Payment of Examination fees by the Regular Students SCs, STs and BCs of X Class - Income Limit Fixed as per G.O.MS.No. 109 Dated: 18-02-2009.**
- 2) **Examination fee to be exempted to all PH Students to encourage their turnout in SSC examinations as per G.O.MS.No.14, Dated: 31-01-2019.**
- 3) **The above mentioned two G.Os are available in the website www.bseap.com for ready reference.**

C. For PH Candidate:

The Head Master has to verify the PH Certificates submitted at the time of joining in the school. The HM need to upload the PH Certificate obtained from the concerned authority and the subjects offering by them category wise mention below.

- a) Deaf & Dumb students/Speech/Multiple Disability including Deaf blindness Candidate (PH Category -1) **should opt any one language out of three languages.**

- b) Visually Handicapped (PH Category -2) and orthopedically challenged students/ Parkinsons Disease /Muscular Dystrophy/ Locomotor (PH Category -3) **shall appear for all subjects.**
- c) Dyslexia students / Specific Learning Disabilities (PH Category -4) **are exempted from appearing 3rd Language English.**
- d) Intellectual Disability /Mental Retardation/Multiple Sclerosis (PH Category-5), Autism Spectrum Disorder(ASD)(PH Category - 6),Cerebral Palsy (CP)(PH Category -7), Low Vision (LV) (PH Category - 8) **shall appear for all subjects.**

D. For Vocational Students:

The Vocational School Head Masters should verify **Vocational Trade Names, Trade Codes and Vocational Medium.** The medium shall be mentioned separately for Vocational SSC Candidate which is different from the medium of the same Candidate in SSC course.

E. For OSSC Students:

- 1) The Head Masters of OSSC Schools have to verify **OSSC data fields** in respect of OSSC students.
 - a. The Candidate will have only one paper for **first language** Composite Telugu (03T) and Composite Urdu (03U) and there is no 2nd paper for the 1st language of OSSC students.
 - b. **Second language** i.e. Hindi (09H),Telugu (09T) and Spl English(11E) shall be shown in the drop down box for selection of the subject and there is no 2nd paper for the 2nd language.
 - c. **Third language** i.e. English (13E & 14E) as usual.
 - d. **Out of 3 non-languages**, candidates will opt only two non-languages.
 - e. **OSSC Main languages** i.e. Oriental Sanskrit (23/24), Oriental Arabic (25/26) and Oriental Persian (27/28) students only.

Note:

1. The HM has to login with their User Id and Password which is already given to them.
2. The HMs have to take out the print out and verify thoroughly all the entries, if any correction / mistakes occurred once again edit the data and later shall put the signature of the HM on NR Form afterwards it has to be scanned and uploaded.
3. The Head Masters/ Principal /Correspondent held responsible for entire process i.e. entering and uploading the student's information in the website along with all required documents. if any deviations in uploading will be viewed Seriously and stringent action will be initiated against the Concerned.

Dy.E.O Activity:-

NR Fields to be verified by Verifying Authority (Dy.DEO) of Concerned Schools for SSC Public Examinations March 2020:

- 1) The Dy.E.O is requested to instruct to the Head Masters to verify thoroughly before forwarding the data through online to the Dy.E.O to avoid/ minimize the errors.
- 2) New Schools Recognition orders, Renewal Recognition orders and any new Additional Section Orders need to be uploaded by Head Master of the concerned School. The uploaded documents need to be verified by concerned Dy.E.O.
- 3) The Dy.E.O has to verify the NRs and other related documents that are submitted by Head Masters concerned in the division concerned.
- 4) The Dy.E.O has to verify Renewal Recognition orders / Additional Section Sanction orders for the year 2019 -20 and afterwards is already available in the website.
- 5) **The Dy.E.O has also thoroughly verify which was uploaded by the HM, the given below fields.**
 - a. Strength of the Students.
 - b. Fee particulars i.e.Challan Details
 - c. Age Condonation orders and Underage Fee particulars i.e.Challan Details, if any
 - d. All category Original PH Certificates if any
 - e. For Vocational Schools, Strength of the Vocational Students and Fee particulars i.e.Challan Details.
 - f. For OSSC Schools strength.
 - g. Opening Permission / ETRs in respect of Private schools and Aided Schools.
 - h. Additional Sections Sanction order copies

4. Challans to be verified:

1. Regular SSC Fee particulars and Challan details
2. Age Condonation orders and Underage Fee particulars
3. Vocational Fee particulars and Challan details

Note:


1. **The Dy.E.O has to login with their User Id and Password which is already given to them.**
2. **All the documents uploaded by the HM shall be verified thoroughly by the Verifying Authority (Dy.E.O) before submitting to the D.E.O.**
3. **The Dy.E.O as the Verifying Authority has to constitute one team to ensure the checking of the NR data received from the HMs before submitting through online to the D.E.O.in the given time line.**
4. **The Verifying Authority (Dy.E.O) is responsible for verification of the student's information in the website.**

5. The Dy.E.Os have to call for explanation from the Head Masters/ Principal /Correspondent in his/her jurisdiction and take necessary action if they fails to upload properly NR and other related documents by the HM.

D.E.O Activity:-

Confirming Authority (D.E.O) :

- 1) The DEOs have to login with their User Id and Password which is already given to them.
- 2) The D.E.O as a confirming Authority has to constitute one team to ensure the Confirmation of the NR and other relevant documents forwarded by the Dy.E.O through online before submitting it to the DGE in the given time line.
- 3) If the Dy.E.O is fails to verify the NR data and all related documents submitted by HM, the DEO has to issue Show Cause Notice regarding the lapse of the Dy.E.O.
- 4) As a confirming authority, if the D.E.O is fails to forward the accurate/proper information to the DGE, it may be viewed seriously and stringent action will be initiated against the Concerned.


03/12/19
DIRECTOR